

Let Skills Lab help you brush up on your punctuation, grammar, spelling, writing

This fall, the Skills Enhancement Lab will conduct half-day presentations to help you brush up on your punctuation, grammar, spelling and writing skills. All sessions will be held from 7:30 to 11:30 a.m. in room 31 of the Volpentest HAMMER Training and Education Center Administration Building on Horn Rapids Road. There is no charge for any of the classes listed below, but spaces fill quickly, so reserve a seat now by calling Kathy Dechter in the Skills Lab at 376-3250.

- **Painless Punctuation** — Thursday, Oct. 30. Participants will learn to cure comma-itis; use colons and semi-colons properly; handle exhausted apostrophes; tackle the lowly hyphen; review fragments, comma splices and run-ons; and review must-know key rules.
- **Goof-Proofing your Grammar** — Thursday, Nov. 6. Participants will learn to recognize and correct the most frequent grammatical goofs: pronoun problems; mangled modifiers; easily confused, misused and abused words; proper use of who/whom, lie/lay, bring/take, who/which/that; pronoun-antecedent agreement; subject-verb agreement; parallel phrasing; and must-know key rules.
- **Successful Spelling** — Thursday, Nov. 20. Learn crucial key rules for spelling more than 4,000 words correctly. Review common spelling demons and learn to spell them correctly. Master the “terrible 10”—the 10 most often misspelled words — and clarify commonly confused words. Best of all, get memory tricks to help you remember what you learn.
- **Successful Business and Technical Writing** — Thursday, Dec. 4. This light-hearted workshop teaches the essentials of successful business and technical writing through relevant exercises. Learn effective ways to structure a document for impact, pinpoint audiences, identify purposes, organize information efficiently and clearly, eliminate gobbledygook, format documents for more impact and edit your own and others’ work. In short, learn to produce clear, readable documents that do the job right. Suggested prerequisites: Painless Punctuation and Goof-Proofing Your Grammar. ■